

COVENTRY HOUSING AUTHORITY

MINUTES

APRIL 20, 2011

The Chairman, Robert DiPadua, called the meeting to order at 4:30 and the following commissioners were present: Rebecca Parenteau, Maurice DeGraide, Rosalie Jalbert and Paul Pasch. Julie Leddy, Executive Director was also present.

Chairman DiPadua thanked Julie, the board, the staff and everyone who showed their support on the recent passing of his mother.

MINUTES:

Motion was made by Commissioner Jalbert and seconded by Commissioner Parenteau to approve the minutes of the March 16, 2011 meeting as presented. Motion carried with all in favor.

TREASURER'S REPORT:

After review of expenditures, motion was made by Commissioner Pasch and seconded by Commissioner DeGraide to approve the Treasurer's Report as submitted. Motion carried with all in favor.

EXECUTIVE DIRECTOR'S REPORT:

Julie reported that the government shutdown had been averted; however preliminary reports from NAHRO and PHADA would result in the following changes:

Public Housing Operating Fund: 95.6% proration of HUD's estimated eligibility for calendar year 2011. HUD has not released the 2011 operating subsidy calculation formulas, therefore the Authority's eligibility is not yet known.

Public Housing Capital Fund: 20% across the board cut. Coventry Housing has made the 2011 High Performer Capital Fund list. The Agency's 2010 allocation, including the Higher Performer bonus was \$247,814. With a 20% reduction, this will equal \$198,251 minus required debt service of \$69,639 for a total of \$128,612, which will limit modernization to essential activities only.

Initially, the Housing Choice Voucher was up 2%, which would equal 100% of the 2010 funding. However, HUD may now be basing this on their fiscal year, which is October 1, 2009 to September 30, 2010.

HCV Administrative Fees: 8% reduction of 2010 fees received, which will result in \$259,587. The Housing Authority budgeted amount is \$287,430, which will result in a shortfall for 2011 of \$27,843. 2011 beginning reserves are \$96,406.

Julie informed the board that most of the above changes are preliminary and have not yet been approved.

Included in today's packet are notes from the recent NAHRO Legislative conference.

Construction Update:

NRT Sidewalks/Paving: A walk-through took place with the Contractor, Engineer and the Housing Authority on April 14th. There remains a seam between the new pavement and the existing, which will be treated with a treatment by Hartford Paving. Pavement striping still needs to be done and is expected to be scheduled in the next four weeks.

The sidewalk crack and heaving in front of Building six was reviewed. The front walkway was completely replaced due to cracks. This will be observed for a few months to determine if the sidewalk will settle back to pre-winter conditions. Crossman will provide a sketch for pricing on the installation of a perforated underground drainpipe and tie-in to the existing catch basin.

The Housing Authority has received the PHAS Score report for fiscal year end 12/31/2009. This report, which is included in today's packet results in the Authority once again being designated as a HUD High Performer.

The Blood borne Pathogens training took place on site for staff and was well received by all. The draft Exposure Control Plan is complete and will be forwarded to legal counsel prior to submission to the Board.

Rhode Island Housing put out the weatherization bid package for NRT. The work to be included is replacement of all windows with Energy Star rated windows, upgrade all attic insulation, air seal attics, electrical boxes and pipe penetrations, replace exterior doors weather stripping, and install low-flow devices in kitchen, shower and bathroom sinks. The contract was awarded to the low bidder, Greenwich insulation, a local Coventry contractor.

Street sweeping and sidewalk cleaning is complete at all properties. Spring clean up began in late March by maintenance staff, which included some overtime work. NRT cleanup has begun and Crossroads clean up will begin the week of April 18th. Crossroads residents have been asked to help out in celebration of Earth Day and a pizza party will be held with the residents.

The Housing Authority hosted a Nan McKay Rent Calculation training session on site with five other authorities participating. The 2-½ day training was extensive and three Coventry employees attended this training.

The Older Americans luncheon is scheduled for Tuesday, May 10th from 12 – 2 p.m. at the Knotty Oak Community room. Sixteen residents, who will attain the age of 90+ this year, will be recognized. DEA and Human Services staff has been invited.

The RI Housing Authority Natural Gas procurement expires at the

end of May. Necessary steps for new pricing are under way.

Included in today's packet is information regarding the Pawtuxet Valley Chamber of Commerce 20th Annual Golf Tournament. Julie is not recommending a tee sponsorship this year.

Also included today is the April issue of the New England Regional Council of NAHRO.

MAINTENANCE REPORT:

Julie informed the board that she authorized some overtime for clean up instead of calling in an outside agency to do this work.

HOUSING REPORT:

In Public Housing, April was a quiet month so a lot was accomplished. The Authority only budgeted to receive 90% so everything should be okay when the numbers actually come out.

In the Housing Choice Voucher program, an average of the first three months shows the average to be at 101%. It is important to know if HUD is going to fund for a calendar or fiscal year.

Everything is good at Crossroads; no one is moving and everyone

is paying the rent.

RESIDENT SERVICE COORDINATOR:

The Friday exercise program is now at Knotty Oak Village. Twelve people attended the class.

FAMILY SELF-SUFFICIENCY:

Nine of the current participants are currently receiving escrow. An excellent CPR class was held.

CORRESPONDENCE:

- Thank you note from the DiPadua family
- HUD Admin Fee Study

UNFINISHED BUSINESS:

Commissioner Pasch inquired about whether Attorney Capaldi had gotten back to her regarding the motor vehicle policy. Julie responded that he is almost finished.

NEW BUSINESS:

A) Easement – North Road Terrace Property: The Town of Coventry is requesting an easement for a proposed residential development to be located west of the North Road Terrace property. This easement would be behind Buildings 1, 2 and 3 to connect to the main. Julie stated that Attorney Capaldi is in agreement with this request but would like to rewrite the easement and connection agreement to better protect the Housing Authority. After further discussion by the board, motion was made by Commissioner Pasch and seconded by Commissioner Jalbert to authorize Attorney Capaldi to draft an easement agreement to cross the property as proposed by the town. Motion carried with all in favor.

B) NEAHMA/IREM Maintenance Training: An extensive, one-day training will be held at Gillette Stadium with sessions including appliance repair, snow removal, energy conservation and more. Julie would like to send three employees at a cost of \$99 each. Motion was made by Commissioner Parenteau and seconded by Commissioner Jalbert to send three people to this training. Motion carried with all in favor.

C) NLHA Annual Membership Conference: The annual membership meeting of the National Leased Housing Association will be held on June 22 – 24th in Washington, DC. Commissioner Pasch stated that

he might like to attend this conference but needs to check his schedule. Motion was made by Commissioner Jalbert and seconded by Commissioner Parenteau to allow one person to attend the NLHA conference someone wishes to go. Motion carried with all in favor.

D) 2011 NERC/NAHRO Annual Conference: This annual conference is scheduled for June 26 – 29th at the Equinox in Manchester, VT. In the past the Authority has sponsored the agency with a 1/3-page ad at a cost of \$75. Julie would also like to reserve registration for one person to attend in the event that one of the Authority's families is the recipient of the \$5,000 scholarship award. Motion was made by Commissioner Pasch and seconded by Commissioner Parenteau to allow one person to go to the conference if anyone desires to go and to sponsor a 1/3-page ad for \$75. Motion carried with all in favor.

There being no further business to discuss, motion was made by Commissioner DeGraide and seconded by Commissioner Pasch to adjourn. Motion carried with all in favor.

GAIL T. WOODWARD

RECORDING SECRETARY